Regina Coeli Athletic Policy and Procedures

The following document serves as guiding principles for athletics at Regina Coeli. These will be enforced for the 2025-26 school year.

- All sports that will be offered at Regina-Coeli will be CYO except T-ball/baseball. Cross Country, Soccer, Volleyball and Basketball are all CYO sports. The policies and procedures of CYO will be followed and information can be found on the Toledo CYO website at https://toledodiocese.org/cyo.

- Little Eagles Sports are clinics put on for children in grades K-2nd. These clinics are determined by the amount of participating parents/volunteers. The Following sports will be involved in the Little Eagles programs:

    1. Soccer
    2. Volleyball
    3. Basketball

        - ***Contact the Athletic Director if you are interested in helping with any of these programs.***

- Parents that wish to have their child participate in sports will need to set up a Final Forms account in order for registration fees to be paid as well as important documentation involving special health concerns and emergency contacts. Initial Final Forms set-up can be found in the link provided Final Forms Set-Up. Final Forms is also used for communicating with parents and family members when important dates or information needs to be relayed. Always check your emails when you receive a message from Final Forms as it may pertain to missing documentation or unpaid registration fees.

- ***If you have missed the registration deadline, you will need to contact the AD for approval in order for your child to participate.***

- Registration fees will need to be paid and an up to date physical will need to be turned in prior to practice. ***The CYO "Parent/Player Contract" will be the form to use for sports physicals.*** You can find this form on Final Forms, the Toledo CYO website or copies will be provided at the school front office. It is also the form that will need to be read and signed by the parent and student (if the student is 5th through 8th grade, they can read and sign the contract as well). This form must be turned in to the Athletic Director or the parent may upload it onto Final Forms.

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- Academic eligibility will be enforced for grades 6th through 8th grade as documented in the schools “Parent Handbook”. Student Athletes who are failing in 1 or more core subjects, will not be allowed to participate in games, only practices. Eligibility will be reviewed at the beginning of every week for progress reports. If no change is shown within a week, the student athlete will not be allowed to participate in any extracurricular activity until grades have improved and teachers have approved and notified the Athletic Director and/or Coaches.

- Behavioral issues will be handled in the following manner:

    1. First offense, student athlete will receive a verbal warning and benched at coaches discretion. Parents will be notified of the incident as well as the Athletic Director.
    2. Second offense, student athlete will be removed from practice/game.
    3. Third offense, student athlete will be banned from playing sports for the remainder of the season.

    - **Note**: You can refer to the “Player Parent” contract which explains the “Code of Ethics” for student athletes and parents.

- Unpaid school tuition will deem students ineligible to play any sport until payments are current.

- Jerseys issued by the athletic department for each sport, will be turned in at the end of the season to the coach or by delivering the item(s) to the drop off bin in the front school office. Jerseys ***SHALL*** be clean prior to turning in. Failure to do so, or any damages or loss of this item will be a $25 replacement fee. A $5 late fee will be added for each day the uniform has not been turned in.

- To sign up as a Coach, you will need to contact the Athletic Director and be approved by the Pastor of Regina Coeli. Once approved by the Pastor and Athletic Director, you’ll need to complete the following:

    1. Register online for VIRTUS. Click on the Toledo Catholic Diocese link to register or to log back in if you need to retake the course. ***Renewal of this certification is every 5 years***. You will then need to sign-up for “Protecting God’s Children” and complete the course. Send the certificate to the Athletic Director via email or text message.

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2. Complete the background check on VIRTUS and pay a $25 processing fee.

3. Register online NFHS.org and complete the"Sudden Cardiac Arrest" module and "Concussion Awareness" module.***"Sudden Cardiac Arrest" will need to be renewed annually and "Concussion Awareness" every 3 years.*** After completing the 2 modules, send certificates to the Athletic Director via email or text message.

4. New this year to CYO for initial coaching certifications/recertifications is going to be an online course. There will no longer be an in-person class.

    - **Note**: If you do not wish to become a Head Coach, you will still have to complete this process in order to assist and be issued a lanyard. Lanyards will be distributed at the sport specific Coaches Meeting each season. Lanyards will only be given to the coach whose name is on the lanyard, the Athletic Director, or a person the Athletic Director has appointed as a representative.

    - ***You will not be allowed to coach during practices in the gym, on the field, or be around any students without first completing certification requirements*** .

- Gym access for practices will be approved by the Athletic Director. Only Head Coaches will have the key card to open up the gym. Closing up and keeping the gym clean is the Head Coaches responsibility. All equipment must be put away, lights turned off, prior to locking the gym door. Detailed instructions will be given to coaches for proper facility usage.

- Eagles Nest is our concession stand that is manned during Volleyball and Basketball season. Monies raised go towards new equipment for each sport provided. Contact the Athletic Director if you are interested in volunteering.

THANK YOU FOR JOINING THE REGINA COELI FAMILY AND GO EAGLES!!

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